

RG 104, 8NS-104-94-077
Box 3

8NS-104-94-077, Miscellaneous
Correspondence & Memos, 1897-1994

Staffing Plan - Denver Mint, FY 1974 & 1975



THE DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

February 9, 1973

RECEIVED

FEB 12 1973

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Dear Mrs. Higby:

Our appropriation request for Fiscal Year 1974 is \$24,500,000. As of this date, hearings have not been held in either House of the Congress; therefore, final action is still pending on our appropriation. Our preliminary estimates for 1975 must be submitted to the Treasury Budget Office by April 1, 1973.

Financial Plans for Fiscal Years 1974 and 1975 are required based on the following guidelines: The Coinage Program for Fiscal Year 1974 calls for the production of 8.9 billion coins, and 10.2 billion for Fiscal Year 1975. We have attached schedules for your projected production by denomination from purchased or in-house produced strip.

In Fiscal Year 1974 your coinage production will be programmed on a three-month production cycle, with production to be alternated on coin denominations as follows: 1st Quarter, 1¢, 10¢, 50¢; 2nd Quarter, 1¢, 5¢, 25¢, \$1; 3rd Quarter, same as first Quarter; fourth Quarter; same as second Quarter.

Your staffing plans should contain detailed information on personnel required to accomplish the above programs. When your plans have been received and evaluated by this office, you will be notified of the personnel ceilings assigned to your office for each Fiscal Year.

Financial Plans, accompanied by the staffing plans for Fiscal Years 1974 and 1975, should be submitted to this office in accordance with Administrative Directive No. 31, Section 3, Paragraphs 28 and 29, dated December 28, 1971, based on the above work programs, no later than March 2, 1973. - *Encl. no 9 4-30-73*

Sincerely,

Mary Brooks
Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

PROJECTED DOMESTIC COIN PRODUCTION

FISCAL YEAR 1974
(Millions of Pieces)

Denomination	Philadelphia Mint	Denver Mint	San Francisco Assay Office	Total
<u>1 Cent</u>		<i>1,335</i>	<i>5</i>	
Purchased strip	1,390	1,140	200	2,730
In-house strip	<u>1,900</u>	<i>*2,100</i>	<u>-0-</u>	<u>4,000</u>
Total	<u>3,290</u>	3,240 <i>3,435</i>	200 <i>5</i>	<u>6,730</u>
<u>5 Cent</u>				
Purchased strip	234	240	-0-	474
In-house strip	<u>150</u>	<u>-0-</u>	<u>-0-</u>	<u>150</u>
Total	<u>384</u>	<u>240</u>	<u>-0-</u>	<u>624</u>
<u>10 Cent</u>				
Purchased strip	-0-	561	-0-	561
In-house strip	<u>400</u>	<u>-0-</u>	<u>-0-</u>	<u>400</u>
Total	<u>400</u>	<u>561</u>	<u>-0-</u>	<u>961</u>
<u>25 Cent</u>				
Purchased strip	-0-	286.0	-0-	286.0
In-house strip	<u>250</u>	<u>-0-</u>	<u>-0-</u>	<u>250</u>
Total	<u>250</u>	<u>286.0</u>	<u>-0-</u>	<u>536.0</u>
<u>50 Cent</u>				
Purchased strip	-0-	117	-0-	117
In-house strip	<u>127</u>	<u>-0-</u>	<u>-0-</u>	<u>127</u>
Total	<u>127</u>	<u>117</u>	<u>-0-</u>	<u>244</u>
<u>One Dollar</u>				
Purchased strip	40.0	40.0	-0-	80.0
Grand Total	4,491	4,484 <i>4,679</i>	200 <i>5</i>	<u>9,175</u>
<u>In-house Strip</u>				
Bronze	20,000,000#	<i>*22,687,000#</i>		
Cu Ni	2,500,000	-0-		
Cu-Ni Clad	12,500,000	-0-		
10¢ = 2.5				
25¢ = 4.5				
50¢ = 5.5				
<u>Purchased Strip</u>		<i>13,400,000</i>		
Bronze	13,900,000#	11,400,000#		
Cu Ni	3,700,000	3,800,000		
Cu-Ni Clad (10¢)	-0-	3,700,000		
(25¢)	-0-	5,100,000		
(50¢)	-0-	4,700,000		
(\$1.00)	3,200,000	3,200,000		

Revised: February 1, 1973 *W*

February 6, 1973

Enclosure (1)

FISCAL YEAR 1975 - DOMESTIC COIN PRODUCTION PLAN
(Million of Coins)

DENOMINATION	PHILADELPHIA MINT	DENVER MINT	SFAO	TOTAL
<u>1-Cent</u>				
Purchased strip	2361.2	1138.5	200	3699.7
In-house	1261.3	2484.0	-0-	3745.3
Total	3622.5	3622.5	200	7445.0
<u>5-Cent</u>				
Purchased strip	-0-	295	-0-	295
In-house	443	-0-	-0-	443
Total	443	295	-0-	738
<u>10-Cent</u>				
Purchased strip	-0-	415	-0-	415
In-house	622	-0-	-0-	622
Total	622	415	-0-	1037
<u>25-Cent</u>				
Purchased strip	-0-	262	-0-	262
In-house	392	-0-	-0-	392
Total	392	262	-0-	654
<u>50-Cent</u>				
Purchased strip	79	115	-0-	194
In-house	96	-0-	-0-	96
Total	175	115	-0-	290
<u>1-Dollar</u>				
Purchased strip	58	39	-0-	97
In-house	-0-	-0-	-0-	-0-
Total	58	39	-0-	97
<u>Grand Total (10⁶)</u>	<u>5312.5</u>	<u>4748.5</u>	<u>200</u>	<u>10261</u>

COINAGE STRIP SUMMARY (POUNDS)

<u>Purchased</u>				
Bronze	23,611,750	11,385,000	2,000,000	36,996,750
Cu-Ni	-0-	4,685,000		4,685,000
Clad 10¢	-0-	2,775,000		2,775,000
25¢	-0-	4,680,000		4,680,000
50¢	3,150,000	4,600,000		7,750,000
\$1.00	4,640,000	3,120,000		7,760,000
Total	31,401,750	31,245,000	2,000,000	64,646,750
<u>In-House</u>				
Bronze	12,613,250	24,840,000		37,453,250
Cu-Ni	7,035,000	-0-		7,035,000
Clad 10¢	4,150,000	-0-		4,150,000
25¢	7,000,000	-0-		7,000,000
50¢	3,850,000	-0-		3,850,000
Total	34,648,250	24,840,000		59,488,250

PROJECTED FOREIGN COIN PROGRAMS

PROGRAM	PHILADELPHIA	DENVER	S.F.A.O.
<u>FY 1974</u>			
Regular Coinage			
Taiwan - 5 Dollar	300,000,000 Pcs.		
Taiwan - 1 Dollar			200,000,000 Pcs.
Ethiopia - 1 Dollar		30,000,000 Pcs.	
Philippines - 25 Centavo (Equiv)		50,000,000	50,000,000
Misc. - U.S. 25 Cent (Equiv)			10,000,000
Proof Coinage			
Panama Proof Sets			100,000
Liberia Proof Sets			30,000
Nepal Proof Sets			28,000
Haiti - 9 Coin Set	10,000		
Panama (FAO) 1 and 5 Balboa			42,000
<u>FY 1975</u>			
Regular Coinage			
Philippines - 25 Centavo (Equiv)		50,000,000	50,000,000
Misc. - U.S. 25 Cent (Equiv)		5,000,000	10,000,000
Proof Coinage			
Panama Proof Sets			125,000
Liberia Proof Sets			40,000
Nepal Proof Sets			35,000
Panama (FAO) 1 and 5 Balboa			50,000

February 2, 1973

Enclosure (3)

UNITED STATES GOVERNMENT

Memorandum

TO : All Division Heads

DATE: February 13, 1973

FROM : Betty Armbruster
Procurement Officer

SUBJECT: Financial Plans for F.Y. 1974 and F.Y. 1975

The Bureau is requesting our financial plans for fiscal years 1974 and 1975. Please let me know of any large supply items for each fiscal year which you will be requesting to be purchased above the regular supply items being purchased in Fiscal Year 1973.

Also, please indicate any increases you anticipate in our regular supply items.

These will be in accordance with the attached letter of February 9, 1973, from the Bureau of the Mint together with the attached copies of the projected domestic coin production plans.

Please forward this information to me by Thursday, February 15, 1973, so that I can consolidate the information and forward to the Accounting Division by Feb. 20, 1973. Thank you.

THE DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

February 9, 1973

OFFICE OF
DIRECTOR OF THE MINT

RECEIVED

FEB 12 1973

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Dear Mrs. Higby:

Our appropriation request for Fiscal Year 1974 is \$24,500,000. As of this date, hearings have not been held in either House of the Congress; therefore, final action is still pending on our appropriation. Our preliminary estimates for 1975 must be submitted to the Treasury Budget Office by April 1, 1973.

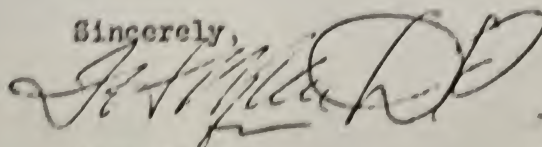
Financial Plans for Fiscal Years 1974 and 1975 are required based on the following guidelines: The Coinage Program for Fiscal Year 1974 calls for the production of 8.9 billion coins, and 10.2 billion for Fiscal Year 1975. We have attached schedules for your projected production by denomination from purchased or in-house produced strip.

In Fiscal Year 1974 your coinage production will be programmed on a three-month production cycle, with production to be alternated on coin denominations as follows: 1st Quarter, 1¢, 10¢, 50¢; 2nd Quarter, 1¢, 5¢, 25¢, \$1; 3rd Quarter, same as first Quarter; fourth Quarter; same as second Quarter.

Your staffing plans should contain detailed information on personnel required to accomplish the above programs. When your plans have been received and evaluated by this office, you will be notified of the personnel ceilings assigned to your office for each Fiscal Year.

Financial Plans, accompanied by the staffing plans for Fiscal Years 1974 and 1975, should be submitted to this office in accordance with Administrative Directive No. 31, Section 3, Paragraphs 28 and 29, dated December 28, 1971, based on the above work programs, no later than March 2, 1973.

Sincerely,



Mary Brooks
Director of the Mint

PROJECTED DOMESTIC COIN PRODUCTION
FISCAL YEAR 1974
(Millions of Pieces)

Penetration	Philadelphia Mint	Denver Mint	San Francisco Assay Office	Total
<u>1 Cent</u>		<i>1,335</i>	<i>5</i>	
Purchased strip	1,390	1,140	200	2,730
In-house strip	<u>1,900</u>	<i>*2,100</i>	<i>-0-</i>	<i>4,000</i>
Total	<u>3,290</u>	<i>3,240</i>	<i>200</i>	<i>6,730</i>
		<i>3,435</i>	<i>5</i>	
<u>5 Cent</u>				
Purchased strip	234	240	-0-	474
In-house strip	<u>150</u>	<u>-0-</u>	<u>-0-</u>	<u>150</u>
Total	<u>384</u>	<u>240</u>	<u>-0-</u>	<u>624</u>
<u>10 Cent</u>				
Purchased strip	-0-	561	-0-	561
In-house strip	<u>400</u>	<u>-0-</u>	<u>-0-</u>	<u>400</u>
Total	<u>400</u>	<u>561</u>	<u>-0-</u>	<u>961</u>
<u>25 Cent</u>				
Purchased strip	-0-	286.0	-0-	286.0
In-house strip	<u>250</u>	<u>-0-</u>	<u>-0-</u>	<u>250</u>
Total	<u>250</u>	<u>286.0</u>	<u>-0-</u>	<u>536.0</u>
<u>50 Cent</u>				
Purchased strip	-0-	117	-0-	117
In-house strip	<u>127</u>	<u>-0-</u>	<u>-0-</u>	<u>127</u>
Total	<u>127</u>	<u>117</u>	<u>-0-</u>	<u>244</u>
<u>One Dollar</u>				
Purchased strip	40.0	40.0	-0-	80.0
Grand Total	4,491	4,404	200	9,175
		<i>4,679</i>	<i>5</i>	
<u>In-house Strip</u>				
Bronze	20,000,000#	<i>*22,687,000#</i>		
Cu Ni	2,500,000	-0-		
Cu-Ni Clad	12,500,000	-0-		
10¢ = 2.5				
25¢ = 4.5				
50¢ = 5.5				
<u>Purchased Strip</u>		<i>13,400,000</i>		
Bronze	13,900,000#	<i>11,400,000#</i>		
Cu Ni	3,700,000	3,800,000		
Cu-Ni Clad (10¢)	-0-	3,700,000		
(25¢)	-0-	5,100,000		
(50¢)	-0-	4,700,000		
(\$1.00)	3,200,000	3,200,000		

Revised: February 1, 1973 *Wx*
February 6, 1973

Enclosure (1)

FISCAL YEAR 1975 - DOMESTIC COIN PRODUCTION PLAN
(Million of Coins)

COINAGE	PHILADELPHIA MINT	DENVER MINT	SEAO	TOTAL
<u>1-Cent</u>				
Purchased strip	2361.2	1138.5	200	3699.7
In-house	1261.3	2484.0	-0-	3745.3
Total	<u>3622.5</u>	<u>3622.5</u>	<u>200</u>	<u>7445.0</u>
<u>5-Cent</u>				
Purchased strip	-0-	295	-0-	295
In-house	443	-0-	-0-	443
Total	<u>443</u>	<u>295</u>	<u>-0-</u>	<u>738</u>
<u>10-Cent</u>				
Purchased strip	-0-	415	-0-	415
In-house	622	-0-	-0-	622
Total	<u>622</u>	<u>415</u>	<u>-0-</u>	<u>1037</u>
<u>25-Cent</u>				
Purchased strip	-0-	262	-0-	262
In-house	392	-0-	-0-	392
Total	<u>392</u>	<u>262</u>	<u>-0-</u>	<u>654</u>
<u>50-Cent</u>				
Purchased strip	79	115	-0-	194
In-house	96	-0-	-0-	96
Total	<u>175</u>	<u>115</u>	<u>-0-</u>	<u>290</u>
<u>1-Dollar</u>				
Purchased strip	58	39	-0-	97
In-house	-0-	-0-	-0-	-0-
Total	<u>58</u>	<u>39</u>	<u>-0-</u>	<u>97</u>
<u>Grand Total (10⁶)</u>	<u>5312.5</u>	<u>4748.5</u>	<u>200</u>	<u>10261</u>

COINAGE STRIP SUMMARY (POUNDS)

<u>Purchased</u>				
Bronze	23,611,750	11,385,000	2,000,000	36,996,750
Cu-Ni	-0-	4,685,000		4,685,000
Clad 10¢	-0-	2,775,000		2,775,000
25¢	-0-	4,680,000		4,680,000
50¢	3,150,000	4,600,000		7,750,000
\$1.00	4,640,000	3,120,000		7,760,000
Total	<u>31,401,750</u>	<u>31,245,000</u>	<u>2,000,000</u>	<u>64,646,750</u>
<u>In-House</u>				
Bronze	12,613,250	24,840,000		37,453,250
Cu-Ni	7,035,000	-0-		7,035,000
Clad 10¢	4,150,000	-0-		4,150,000
25¢	7,000,000	-0-		7,000,000
50¢	3,850,000	-0-		3,850,000
Total	<u>34,648,250</u>	<u>24,840,000</u>		<u>59,488,250</u>

PROJECTED FOREIGN COIN PROGRAMS

PROGRAM	PHILADELPHIA	DENVER	S.F.A.O.
<u>FY 1974</u>			
Regular Coinage			
Taiwan - 5 Dollar	300,000,000 Pcs.		
Taiwan - 1 Dollar			200,000,000 Pcs.
Ethiopia - 1 Dollar		30,000,000 Pcs.	
Philippines - 25 Centavo (Equiv)		50,000,000	50,000,000
Misc. - U.S. 25 Cent (Equiv)			10,000,000
Proof Coinage			
Panama Proof Sets			100,000
Liberia Proof Sets			30,000
Nepal Proof Sets			28,000
Haiti - 9 Coin Set	10,000		
Panama (FAO) 1 and 5 Balboa			42,000
<u>FY 1975</u>			
Regular Coinage			
Philippines - 25 Centavo (Equiv)		50,000,000	50,000,000
Misc. - U.S. 25 Cent (Equiv)		5,000,000	10,000,000
Proof Coinage			
Panama Proof Sets			125,000
Liberia Proof Sets			40,000
Nepal Proof Sets			35,000
Panama (FAO) 1 and 5 Balboa			50,000

February 2, 1973

Enclosure (3)

*FY 74 copy given first day
N. Lawrence
2-15-73*

PROPOSED STAFFING PLAN

COINING DIVISION

SHIFTS

		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Total</u>
Superintendent	GS-14	1			1
Assistant Superintendent	GS-13	1			1
Mechanical Engineer	GS-12	1			1
Coin Production Supervisor	GS-11	1	1	1	3
Accts. Maintenance Clerk	GS- 6	<u>1</u>	<u>1</u>	<u>1</u>	<u>3</u>
	TOTAL	5	1	1	7

ROLLING AND CUTTING BRANCH

Rolling & Cutting Foreman	WS-10	1			1
Rolling & Cutting Lead Foreman	WS- 7	1	1	1	3
Roller	WG- 9	4	4	4	12
Machine Operator R & C	WG- 8	10	10	9	29
Machine Operator	WG- 7				
Helper, General	WG- 5				
	TOTAL	<u>16</u>	<u>15</u>	<u>14</u>	<u>45</u>

COUNTING & REVIEWING BRANCH

Counting & Reviewing Foreman	WS- 9	1			1
Counting & Reviewing Lead Foreman	WS- 7	1	1	1	3
Coin Bag Processing Leader	WL- 7	1			1
Weigher	WG- 8	1	1	1	3
Machine Operator	WG- 7	12	12	12	36
Helper, General	WG- 5				
Inspector	WG- 1	<u>5</u>	<u>3</u>	<u>3</u>	<u>11</u>
	TOTAL	21	17	17	55

PROPOSED STAFFING PLAN (CONT'D.)

		<u>SHIFTS</u>			
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Total</u>
<u>PROCESS WEIGH BRANCH</u>					
Process Weigh Foreman	WS- 7	1			1
Process Weigh Lead Foreman	WS- 5	1	1	1	3
Weigher	WG- 8	<u>3</u>	<u>3</u>	<u>3</u>	<u>9</u>
	TOTAL	5	4	4	13
<u>UPSETTING BRANCH</u>					
Upsetting Equipment Lead Foreman	WS- 5	1			1
Upsetting Equipment Leader	WL- 7		1		1
Machine Operator	WG- 7	5	4	4	13
Helper, General	WG- 5	<u>6</u>	<u>5</u>	<u>4</u>	<u>15</u>
	TOTAL	6	5	4	15
<u>ANNEALING BRANCH</u>					
Annealing Foreman	WS- 8	1			1
Annealing Lead Foreman	WS- 6	1	1	1	3
Annealer	WG- 8	6	6	4	16
Machine Operator	WG- 7	<u>9</u>	<u>7</u>	<u>5</u>	<u>20</u>
	TOTAL	9	7	5	20
<u>COIN PRESS BRANCH</u>					
Coin ^{Production Supervisor} Press General Foreman	WS- 11 WS- 12	1			1
Coin Press Foreman	WS- 9	1	1	1	3
Coin Press Lead Foreman	WS- 7	1	1	1	3
Die Setter	WG- 9	7	7	7	21
Pressman	WG- 8	19	19	19	57
Coin Press die & parts attendant	WG- 4 WG- 7	1			1
Machine Operator	WG- 7	<u>30</u>	<u>28</u>	<u>28</u>	<u>86</u>
	TOTAL	30	28	28	86

PROPOSED STAFFING PLAN (CONT'D.)

		<u>SHIFTS</u>			
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Total</u>
<u>MATERIALS HANDLING BRANCH</u>					
Materials Handling Foreman	WS- 6	1			1
Weighers	WG- 8	3			3
	TOTAL	4			4
<u>PACKAGING MEDALS & UNCIRCULATED SETS</u>					
<i>Included in C + Rev Br.</i>					
Machine Operator	WG- 7				
Inspector	WG- 1				
	TOTAL				
TOTAL COINING OFFICE FORCE		7			
TOTAL COINING PLANT FORCE		238			
DIVISION TOTAL		245			

STAFFING PLAN

ORGANIZATION LOCATION	TITLE, SERIES AND GRADE	SHIFTS 1ST 2ND 3RD	TOTAL NUMBER OF EMPLOYEES 1/	NUMBER OF VACANCIES
Office of the Superintendent				
	Superintendent, GS-301-15	1	1	
	Deputy Superintendent, GS-301-15	1	1	
	Special Mechanical Assistant, GS-301-13	1	1	
	Metallurgist, GS-1321-7	1	1	1
	Secretary (Stenography), GS-318-7	1	1	
	Transportation Specialist (Typing), GS-2101-7	1	1	
	Secretary (Typing), GS-318-4	1	1	
Occupational Health Branch				
	Occupational Health Nurse, GS-610-9	1	1	
			<u>8</u>	<u>1</u>
		TOTAL		
Purchasing Branch				
	Procurement Officer, GS-1102-9	1	1	
	Procurement Assistant (Typing), GS-1102-7	1	1	
Supply Section				
	Supervisory Supply Clerk, (Typing), GS-2005-6	1	1	
	Supply Clerk (Typing), GS-2005-5	1	1	
	Supply Clerk (Typing), GS-2005-4	1	1	
			<u>5</u>	<u>0</u>
		TOTAL		
1/ Total includes vacancies.				
* Numismatic Service	Supv. Information Receptionist	1	1	
	GS-304-6(FY 1973) & GS-304-7 (FY 1974)			
	Sales Store Clerk, GS-2091-3	2	2	
	Supply Clerk, GS-2005-3	1	1	
		<u>4</u>	<u>4</u>	<u>0</u>
		TOTAL		

Orig

Total int. control
No Exp. requiredNo
Exp. required
↓

Pres. Authorized

STAFFING PLAN

ORGANIZATION LOCATIONTITLE, SERIES
AND GRADESHIFTS
1ST 2ND 3RDTOTAL NUMBER
OF EMPLOYEESNUMBER OF
VACANCIES

ASSAY DIVISION

Assayer

GS-1320-13

1

1

Asst. Assayer

GS-1320-11

1

1

Chemist

GS-1320-11

1

1

Quality Assurance

Spec1st

GS-1910-9

1

1

Quality Assurance

Spec1st

GS-1910-7

1 1

2

1

Chemist

GS-1320-7

5

5

TOTALS

9 1 1

11

STAFFING PLAN

ORGANIZATION LOCATION

ASSAY DIVISION

TITLE, SERIES
AND GRADESHIFTS
1ST 2ND 3RDTOTAL NUMBER
OF EMPLOYEESNUMBER OF
VACANCIESAssayer
GS-1320-13

1

1

Asst. Assayer
GS-1320-11

1

1

Chemist
GS-1320-11

1

1

Quality Assurance
Spec1st
GS-1910-9

1

1

2

Quality Assurance
Spec1st
GS-1910-7

1

1

Chemist
GS-1320-7

5

5

TOTAL

9

1

1

11

STAFFING PLAN

Copy V 90 m. 2-15-73

<u>ORGANIZATION LOCATION</u>	<u>TITLE, SERIES AND GRADE</u>	<u>SHIFTS 1ST 2ND 3RD</u>	<u>TOTAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF VACANCIES</u>
Cash Division	Hd. Cash Division (301)-GS-11	1ST	1	
	Ass't. Hd. Cash Div. (301)-GS-9	1ST	1	
	Transp. Specialist (2101)-GS-7	1ST		1
	Accts. Maint. Clerk (520)-GS-6	1ST	1	
	Clerk-Typist (322)-GS-5	1ST	1	
	Coin Rec. & Shipping Lead Foreman (6941)-WS-7	1ST	1	
	Coin Rec. & Shipping Ass't. Lead Foreman (6941)-WS-5	1ST	1	
	Weigher (5424)-WG-8	1ST	1	
	Machine Operator (3429)-WG-7	1ST	6	
	Laborer* (3502)-WG-2	1ST	5	

* Laborer - Part Time Basis
74 Days (Foreign Coin)

2 full time - 1974

STAFFING PLAN

<u>ORGANIZATION LOCATION</u>	<u>TITLE, SERIES AND GRADE</u>	<u>SHIFTS</u>	<u>TOTAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF VACANCIES</u>
		<u>1ST 2ND 3RD</u>		
Cash Division	Hd. Cash Division (301)-GS-11	1ST	1	
	Ass't. Hd. Cash Div. (301)-GS-9	1ST	1	
	Transp. Specialist (2101)-GS-7	1ST		1
	Accts. Maint. Clerk (520)-GS-6	1ST	1	
	Clerk-Typist (322)-GS-5	1ST	1	
	Coin Rec. & Shipping Lead Foreman (6941)-WS-7	1ST	1	
	Coin Rec. & Shipping Ass't. Lead Foreman (6941)-WS-5	1ST	1	
	Weigher (5424)-WG-8	1ST	1	
	Machine Operator (3429)-WG-7	1ST	7	
	Laborer* (3502)-WG-2	1ST	51	

* Laborer - Part Time Basis
30 Days (Foreign Coin)

1 - Full Time - 1975

FEBRUARY 1973

STAFFING PLAN FISCAL YEAR 1975

MELTING DIVISION

<u>Branch:</u>	<u>Number of Employees</u>	<u>Title, Series and Grade</u>				<u>Shifts</u>			<u>Total</u>	<u>Number Vacancies</u>
						<u>1st</u>	<u>2nd</u>	<u>3rd</u>		
<u>Office</u>										
	1	Superintendent	2-225	GS-1321-14	1			1	0	
	1	Asst. to Supt. Melting	2-209	GS-1101-11	1			1	0	
	1	Accts. Maintenance Clerk	D-2	GS-520-6	1			1	0	
	1	Sweeps Segregator Ldr.	D-3WL	WL-5607-9	1			1	0	
<u>Ingot Melting</u>										
	1	Ingot Melt Foreman	D-34-WS	WS-3701-10	1			1	0	
	2	Ingot Melt Asst. Foreman	D-46-WS	WS-3701-8	1	1		2	0	
	20	Melter	D-26-WG	WG-3741-9	10	9		19	1	
	18	Melter	D-25-WG	WG-3741-7	8	7		15	3	
<u>Make-Up</u>										
	1	M-U Weigh Lead Foreman	D-19-WS	WS--5424-7	1			1	0	
	4	Weigher	D-30-WG	WG-5424-8	2	2		4	0	
<u>Special Melting</u>										
	1	Spec. Melt Ld. Foreman	D-20-WS	WS-3741-7	1			1	0	
TOTALS:	51				28	19		47	4	

This schedule considers Higgins and Drehle off the rolls.

Cyng & Rosen 2-16

UNITED STATES GOVERNMENT

Memorandum

TO : Personnel Office

DATE: Feb. 16, 1973

FROM : Duane R. Sjaardema, ^{DSS}Supt., Building &
Mechanical Division

SUBJECT: Staffing Plan for Fiscal Years 1974 and 1975

The staffing plan for the Building and Mechanical Division is herewith submitted for inclusion in the overall Denver Mint staffing plan.



DENVER MINT

Fiscal Years 1974 and 1975

STAFFING PLAN

Building and Mechanical Div.

TITLE, SERIES AND GRADE	SHIFTS		
	1ST	2ND	3RD

TOTAL NUMBER
OF EMPLOYEESNUMBER OF
VACANCIES

ORGANIZATION LOCATION

OFFICE STAFF:

Supt., Bldg. & Mech. Div.	GS-830-13	1			1	0
Asst. Supt., Bldg. & Mech. Div.	GS-1601-11	1			1	0
Mechanical Engineer	GS-830-11	1			1	0
Electrical Engineer	GS-850-12	1			1	0
Clerk-Stenographer	GS-312-5	1			1	0
Elevator Operator	WG-5438-1	1			1	0
(Scale Shop)					1	0
Scale Mechanic Leader	WL-4838-13*	1			1	0
Scale Mechanic	WG-4838-13	2			2	0
Scale Mechanic	WG-4838-08**	1			1	0

MACHINE SHOP BRANCH:

Foreman, Machine Shop Branch	WS-3401-13	1			1	0
Assistant to the Foreman, Mach. Shop Br.	WS-3401-12	1			1	0
Assistant Foreman, Machine Shop Branch	WS-3401-11	1	1	1	3	0
Toolmaker	WG-3416-13	4	2	1	7	3
Machinist	WG-3414-11	14	5	2	21	2
Machinist	WG-3414-8**	1		1	2	0

BUILDING MAINTENANCE BRANCH:

Foreman, Building Maintenance Branch	WS-4701-09	1			1	0
Assistant Foreman, Bldg. Maint. Br.	WS-4701-07	1			1	0
Maintenance Man	WG-4752-10	3			3	0
Maintenance Man	WG-4752-08**	2			2	0

ELECTRICAL SHOP BRANCH:

Foreman, Electrical Shop Branch	WS-2801-11	1			1	0
Asst. Foreman, Electrical Shop Branch	WS-2801-09	1			1	0
Electronics Mechanic	WG-2614-12	3			3	3
Electrician, Equipment Repairer	WG-2801-11	5	2	1	8	0
Electrician	WG-2805-10**			1	1	0
Electrician	WG-2805-08**	1			1	0

*Position will be abolished upon retirement of incumbent.

**Career Ladder Position; incumbent will advance to higher grade when qualifications are met.

<u>ORGANIZATION LOCATION</u>	<u>TITLE, SERIES AND GRADE</u>	<u>SHIFTS</u>			<u>TOTAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF VACANCIES</u>
		<u>1ST</u>	<u>2ND</u>	<u>3RD</u>		
POWER PLANT BRANCH:						
Foreman, Power Plant Branch	WS-5401-09	1			1	0
Boiler Plant Operator	WG-5402-10	1	2	1	4	0
METAL WORKING BRANCH:						
Foreman, Metal Working Branch	WS-4701-10	1			1	0
Asst. Foreman, Metal Working Branch	WS-4701-09		1		1	1
General Mechanic	WG-4701-11	2	1	2	5	2
General Mechanic	WG-4701-08**	1	1		2	0
General Mechanic Helper	WG-4701-05**	1			1	0
CUSTODIAL BRANCH:						
Foreman, Custodial Branch	WS-3501-02	1			1	0
Assistant Foreman, Custodial Branch	WS-3501-01	1			1	0
Janitor	WG-3566-02	10	1		11	2
					94	

**Career Ladder Position; incumbent will advance to higher grade when qualifications are met.

STAFFING PLAN

ORGANIZATION LOCATIONTITLE, SERIES
AND GRADESHIFTS
1ST 2ND 3RDTOTAL NUMBER
OF EMPLOYEES 1/NUMBER OF
VACANCIES

PERSONNEL DIVISION

Personnel Officer
GS-301-13

1

1

Asst. Personnel Officer
GS-301-12

1

1

1

Personnel Mgmt. Spec1st
GS-201-11

1

1

Personnel Mgmt. Spec1st
GS-201-9

1

1

Personnel Mgmt. Spec1st
GS-201-7

1

1

Personnel Clerk (Steny)
GS-203-5

1

1

Personnel Clerk (Steny)
GS-203-4

2

2

TOTAL

8

1

1/ Total includes vacancies.

S T A F F I N G P L A N

<u>Organization Location</u>	<u>Title Series and Grade</u>	<u>Total Number of Employees</u>
Accounting Division	Budget and Accounting Officer (GS-504-14)	1
	Assistant Budget and Accounting Officer (GS-504-13)	1
	Cost Accountant (GS-510-12)	1
	Cost Accountant (GS-510-11)	1
	Operating Accountant (Bullion) (GS-510-11)	1
	Operating Accountant (Bullion) (GS-510-7)	1
	Operating Accountant (General Ledger) (GS-510-11)	1
	Accounts Maintenance Clerk (Typing) (GS-520-5)	1
EAM Branch	Supervisory EAM Project Planner (GS-362-9)	1
	Computer Systems Analyst (GS-334-9)	1
	Supervisory EAM Project Planner (GS-362-7)	1
	EAM Operator (GS-359-5)	1
	EAM Operator (GS-359-3)	2
Payroll Branch	Payroll Supervisor (GS-544-7)	1
	Payroll Clerk (Typing) (GS-544-5)	1
	Payroll Clerk (Typing) (GS-544-4)	1

S T A F F I N G P L A N

<u>Organization Location</u>	<u>Title Series and Grade</u>	<u>Total Number of Employees</u>
Accounting Division	Budget and Accounting Officer (GS-504-14)	1
	Assistant Budget and Accounting Officer (GS-504-13)	1
	Cost Accountant (GS-510-12)	1
	Cost Accountant (GS-510-11)	1
	Operating Accountant (Bullion) (GS-510-11)	1
	Operating Accountant (Bullion) (GS-510-9)	1
	Operating Accountant (General Ledger) (GS-510-11)	1
	Accounts Maintenance Clerk (Typing) (GS-520-5)	1
EAM Branch	Supervisory EAM Project Planner (GS-362-9)	1
	Computer Systems Analyst (GS-334-11)	1
	Supervisory EAM Project Planner (GS-362-7)	1
	EAM Operator (GS-359-5)	1
	EAM Operator (GS-359-3)	2
Payroll Branch	Payroll Supervisor (GS-544-7)	1
	Payroll Clerk (Typing) (GS-544-5)	1
	Payroll Clerk (Typing) (GS-544-4)	1

STAFFING PLAN

<u>LOCATION</u>	<u>TITLE, SERIES AND GRADE</u>	<u>SHIFTS 1ST 2ND 3RD</u>	<u>TOTAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF VACANCIES</u>
Safety Division	Safety Manager	GS-018-12 1	1	0
" "	Safety Specialist	GS-018- 9 1	0	1
" "	Occ. Health Nurse	GS-610- 9 1	1	0
" "	Occ. Health Nurse	GS-610- 7 2	1	0
" "	Secretary (Steno)	GS-318- 5 1	1	0



THE DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

February 16, 1973

RECEIVED

FEB 21 1973

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Superintendent, U. S. Mint, Denver, Colorado ✓
Superintendent, U. S. Mint, Philadelphia, Pa.
Superintendent, U.S. Assay Office, New York, N.Y.
Officer in Charge, U. S. Assay Office, San Francisco, CA

Our letter of February 9, 1973, requested detailed information on personnel required to accomplish workload for FY 1974 and FY 1975, to be submitted with your Financial Plans for these years.

It was not intended that the detailed staffing plans be submitted at this time. What was intended was that a breakdown of personnel requirements be submitted with the Financial Plans which shows by program, the average employment of Per Annum and Per Diem, each, for each fiscal year.

The fully detailed staffing plans will be required at a later date, reflecting June 30, 1973 levels, as described in draft instructions sent to you last July. A final version of these instructions is being prepared currently, and will be distributed soon.

Sincerely,

F. H. MacDonald
Acting Director of the Mint

Copy to be sent



Keep Freedom in Your Future With U.S. Savings Bonds



OFFICE OF
DIRECTOR OF THE MINT

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

W.A. Manning
RECEIVED

MAR 15 1973

OFFICE OF
SUPERINTENDENT

March 15, 1973

U. S. MINT AT PHILADELPHIA

Superintendent, U.S. Mint, Philadelphia, Pennsylvania
Superintendent, U.S. Mint, Denver, Colorado
Officer in Charge, U.S. Assay Office, San Francisco, Calif.

Our letter dated February 20 established criteria for use in planning required supplemental coin production capability. In our letter of February 26 we outlined additional planning data specifically related to each field office and requested your review and comments.

Having now received your input, we have finalized plans to the degree major equipment items specifically related to the intended production capability increase can be defined. This letter therefore supercedes our letter dated February 26. Enclosure (1) is unchanged from our letter dated February 26 and outlines the production standards used as the basis for planning. Enclosure (2) lists the production equipment, its estimated cost, and time frame for acquisition by Fiscal Year. Items shown for procurement in FY 73 and FY 74 have already been included in our Budget submittal. It is planned to include the items indicated for FY 75 in our forthcoming Fiscal 75 Budget Request.

The following plans related to each field office as indicated establish the bases for equipment included in enclosure (2).

PHILADELPHIA MINT

1. Major equipment items included in FY 1973 must be obligated for in FY 1973. Funds for Fiscal 73 obligation will be terminated on June 29, 1973.
2. Equipment planned for installation on the Main pressroom floor is:

	<u>Year Funded</u>
(a) Two (2) additional Blanking Presses	FY 73
Five (5) replacement Blanking Presses	FY 74
(b) One (1) additional blank annealed cleaning line	FY 73



Keep Freedom in Your Future With U.S. Savings Bonds

	<u>Year Funded</u>
(c) Four (4) upset mills (2 addn. and 2 repl.)	FY 73
(d) Sixteen (16) Quad type coining presses	FY 73
Twelve (12) Quad type coining presses (Four additional and 24 replacements)	FY 74
(e) One (1) additional count and bag station	FY 75
(f) Six (6) riddles (additional)	FY 75
3. For installation in the Medal Room Area	
(a) Four (4) riddles	FY 75
(b) Three (3) upset mills	FY 75
(c) Seventeen (17) Quad type coin presses	FY 75
(d) Four (4) count and bag stations	FY 75
(e) Two (2) Platform scales	FY 75
(f) Overhead crane system	FY 75
(g) Arbor press - 75 ton	FY 75
(h) Two (2) scales - 10,000 lb.	FY 75

It is estimated seven 4,000 pound tanks of blanks per shift will be processed in the Medal Room area, and up to 700 bags or 14 pallets of coins per shift will be produced.

DENVER MINT

1. The following equipment is planned for the Denver Mint to support increase in coin production capability.

	<u>Year Funded</u>
(a) Replace 3 Warco Blanking presses	FY 75
(b) One (1) Blank Anneal and cleaning line, 4,000 lb. per hour	FY 75
(c) Four (4) Quad type coin presses	FY 74
Two (2) Quad type coin presses	FY 75
(d) Two (2) Vibrating Screens 3' x 10'	FY 75
(e) Two (2) Bridge Cranes - Main Pressroom	FY 75
(f) Monorail System	FY 75
(g) Remove Slab Anneal Furnace and relocate equip.	FY 75

SAN FRANCISCO ASSAY OFFICE

1. Replacement of two (2) Blanking Presses and the addition of two (2) upset mills is assumed.
2. Exclusive use of 7 Columbia and 6 Bliss 6K-225 Quad, and 11 dual type coining presses on domestic coin production is assumed. The previously stipulated 9 additional coin presses will not be provided, nor is investment in providing new space for same to be made.

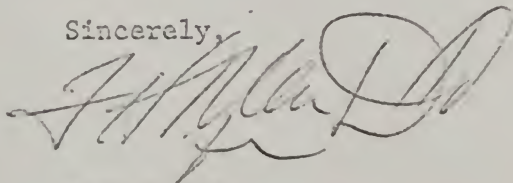
3. It is intended to assign no more than two denominations concurrently, limited to cents, nickels, or dimes to the SFAO for domestic production during the period of high volume coin demand. With this production mix the expected 2.3 billion coins per year can be reached utilizing the above coin presses.
4. Up to nine (9) existing dual type coin presses may be transferred from the Philadelphia Mint as replacements only, as OSHA need or condition of SFAO presses may dictate.

Enclosure (3) outlines the plan for assignment of newly acquired coin presses and the presses being displaced, as follows:

1. Forty-five (45) new Quad presses will be assigned to the Phila. Mint, and 34 duals will be displaced. Of the 45, twenty-eight (28) are planned for the main pressroom and 17 in the second floor Medal area.
2. Of the 34 dual type presses being displaced at the Philadelphia Mint -
 - 10 will be transferred to West Point - no OSHA.
 - 10 will be modified for OSHA, and then transferred to West Point.
 - 2 will be modified for OSHA, and then used to replace the two in the Medal Room now being used for ARBC and 1 5/16" single-struck medals.
 - 9 may be transferred to SFAO with or without OSHA as replacements.
 - 3 may be modified to OSHA and transferred to the Denver Mint for turnaround use in OSHA modification of additional existing dual presses.
3. The 5 dual type presses displaced by the installation of 3 Quads at the Denver Mint will be declared surplus.

Enclosure (4) summarizes the schedule of projected increase in coin production capability, intended to result from the installation of production equipment included in enclosure (2).

Sincerely,



Mary Brooks
Director of the Mint

Enclosures (4)

PRODUCTION STANDARDS

Weighted to Denomination Mix

of:	1 Cent	75%
	5 Cent	6.5%
	10 Cent	9.8%
	25 Cent	5.6%
	50 Cent	2.3%
	1 Dollar	0.8%

FUNCTION	(Million Pieces Per Shift)		
	PHILA.	DENVER	SFAO
Blanking - Per Press	1.29	1.29	1.29
Anneal & Clean - Per 4,000# 1 hr. unit	3.02	2.92	3.02
Stamping - Per Dual Press	0.0888	0.0888	0.0888
Upsetting - Per Mill	1.385	1.385	1.385
Counting and Bagging - Per 2 Counter (or 4) Stand	0.945	0.945	0.945

Pieces Per Pound - 124.63

PROJECTED EQUIPMENT PROCUREMENT SCHEDULE FY 1973 - 1977
FOR INCREASING PRODUCTION CAPABILITY TO 17.8 BILLION COINS PER YEAR

ITEM	EST. COST	FY 73	74	75	76	FY 77
1973						
PHILADELPHIA MINT						
2 Blanking Presses, etc.	\$ 124,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
1 Anneal & Cleaning Unit	165,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
4 Upset Mills	45,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
16 Quad Coining Presses	1,120,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
Coil Straighteners	40,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
Blanking Die Sets	30,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
20 Counting Machines	30,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
Material Handling	40,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
Miscellaneous & Scales	36,100	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
FY 73 Total	\$1,630,100					
FY 1974						
PHILADELPHIA MINT						
5 Blanking Presses, etc.	\$ 350,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
12 Quad Coining Presses	840,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
DENVER MINT						
4 Upset Mills	35,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
4 Quad Coining Presses	280,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
FY 74 Total	\$1,505,000					
FY 1975						
PHILADELPHIA MINT						
2 Coil Boxes and Straighteners	30,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
4 Upset Mills (3 Medal Room)	48,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
Upset Mill Segments	35,500	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
8 for 1-cent		- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
4 for 5-cent		- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
4 for 10-cent		- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
7 ea. for 25, 50, \$1.00		- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
Upset Mill Discs	67,000	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
4 for 1-cent		- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
2 for 5-cent		- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
2 for 10-cent		- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
1 ea. for 25, 50, \$1.00		- - - - -	- - - - -	- - - - -	- - - - -	- - - - -

	EST. COST	FY 73	74	75	76	FY 77
Overhead Crane System (Medal Area)	\$ 42,000					
8 Riddles with 18" Screens (4 Medal Area)	80,000					
2 Riddles with 24" Screens (Main Press Room)	24,000					
17 Quad Type Coining Presses (Medal Room)	1,190,000					
Install, Provide Services and Run-in Presses	41,000					
5 Count and Bag Stations (4 in Medal Area)	40,000					
2 Scales - 10,000 lb. Cap.	24,000					
Arbor Press - 75 Ton Cap.	6,000					
2 Park Truck-8,000# Cap.	20,000					
1 Low Lift Truck-8,000 lb.	10,000					
1 High Lift Truck-8,000 lb.	12,000					
	\$1,669,500					
<u>MONETARY UNIT</u>						
2 Quad Type Coining Presses	\$ 140,000					
Install Coining Presses	6,000					
Count and Bag Station (4 Counters)						
2 Blanking Presses (Repl) with Scrap Choppers (one replacement @ \$75,000 included as FY 75 normal requirement)	140,000					
2 Bridge Crane - 1 Ton	10,000					
Monorail System - 1 Ton	15,000					
Remove Slab Anneal Furnace and relocate equipment	8,000					
	\$ 327,000					
<u>SFAQ</u>						
Convert 2 Columbia Presses to Automatic Single Strike and OSF	15,000					

	EST. COST	FY 73	74	75	76	FY 77
Convert 2 Bliss 6K-200 Presses from Proof to Automatic Single Strike and OSHA	\$ 11,000			-----●-----		
Convert 2 HME Proof Presses to Automatic Feed for un-circulated dollar	15,500			-----●-----		
Improve handling of Coils & Blanks to and from Blanking Presses	30,000			-----●-----		
Material Handling System-- Apparel to Upset Area	40,000			-----●-----		
2 Upset Mills	24,000			-----●-----		
2 Count and Bag Stations (8 Counters and 2 Sewing Machines)	20,000			-----●-----		
Air Conditioning and Lighting - Press Room	30,000			-----●-----		
Loading Equipment for Counting Stations	16,000			-----●-----		
Misc. Small Items	39,000					
	\$ 240,500					
				PROCURE EQUIPMENT -----		
				INSTALL EQUIPMENT -----		
FY 75 TOTAL	\$2,237,000					

PROJECTED COIN PRESS
ACQUISITION AND DISPOSITION SCHEDULE

	PHILADELPHIA		DENVER		S.F.A.O.	
	QUAD	DUAL	QUAD	DUAL	QUAD	DUAL
<u>PRESSES ON HAND</u>	40	35	29	30	13	11
Ship to West Point (Nov 73)		-5				
<u>16 FY 73 Presses - (Quads)</u>						
(7/74) Install 4 as Additional	+4					
(10/74) 12 to Replace 14 Duals	+12	-14				
(10/74) 2 Duals to OSHA for Medal Room Replacement		(2)				
(10/74) 5 Duals to West Point		(5)				
7 Duals to OSHA for West Point Replacement		(7)				
<u>16 FY 74 Presses - (Quads)</u>						
(4/75) 12 for Phila to Replace 15 Dual Presses	+12	-15				
(5/75) 3 Duals to OSHA for West Point Replacement		(3)				
(6/75) 9 Duals to SFAO with OSHA as Replacements		(9)				(+9)
(6/75) 3 Duals to OSHA for Denver Replacement		(3)				(-9)
(4/75) 3 of 16 for Denver to Replace 5 Dual Presses- (Surplus)			+3	-5		
1 of 16 for Denver as Additional			+1			
<u>19 FY 75 Presses - (Quads)</u>						
(6/76) 17 for Phila. Medal Area (Additional)	+17					
(6/76) 2 for Denver (Additional)			+2			
FINAL BALANCE	85	1	35	25	13	11

SUMMARY OF DOMESTIC COIN
PROJECTED COIN PRODUCTION CAPACITIES
(Billion of Coins)

FY	TOTAL	PHILADELPHIA	DENVER	STAO
(Two Shifts)				
1973	9.28	4.50	3.59	1.19
1974	9.28	4.50	3.59	1.19
1975	10.55	5.64	3.72	1.19
1976	10.55	5.64	3.72	1.19
1977	12.46	6.78	4.13	1.55
(Three Shifts)				
1973	13.02	6.30	5.06	1.66
1974	13.02	6.30	5.06	1.66
1975	15.10	7.86	5.58	1.66
1976	15.10	7.86	5.58	1.66
1977	17.80	9.50	6.00	2.30

2/26/73

Enclosure (4)

*Indicate Current Vacancies with Red Pencil. Use side totals to
 this number changes from day to day ??*

<u>Organizational Location</u>	<u>Title, Series & Grade</u>	<u>Total Employees</u>			<u>Anticipated No.</u>			<u>No. Additional</u>		
		<u>Pres. Budgeted (?)</u>			<u>Emp. Required for</u>			<u>Employees Needed</u>		
		<u>Shifts</u>			<u>FY 1975-76</u>			<u>Requirements</u>		
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
		5								

U. S. MINT
DENVER, COLORADO

SHEET 05

STAFFING PLAN
FOR CLASSIFIED PERSONNEL
F.Y.

DATE SUBMITTED

<u>DIVISION OR OFFICE</u> <u>BY BRANCH</u>	<u>GS</u>	<u>SHIFTS</u>			
	<u>GRADE</u>	<u>1ST</u>	<u>2ND</u>	<u>3RD</u>	<u>TOTAL</u>

TOTALS

SHEET — OF —

U. S. MINT
DENVER, COLORADO

DATE PREPARED

STAFFING PLAN

FOR WAGE BOARD PERSONNEL

F. Y. _____

<u>DIVISION OR OFFICE</u> <u>BY BRANCH</u>	<u>WAGE</u> <u>GRADE</u>	<u>SLOTS</u>			<u>TOTAL</u>
		<u>1ST</u>	<u>2ND</u>	<u>3RD</u>	

Per Tugley 7/18

Do not change table of
Assay Div.

use number of employees as
shown in forecast plan—



THE DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

RECEIVED

OFFICE OF
DIRECTOR OF THE MINT

MAY 2 - 1973

April 20, 1973

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Superintendent, U.S. Mint, Philadelphia, Pa.

✓ Superintendent, U.S. Mint, Denver, Colorado

Officer in Charge, U.S. Assay Office, San Francisco, California

Superintendent, U.S. Assay Office, New York, N.Y.

Officer in Charge, U.S. Bullion Depository, Fort Knox, Ky.

Gentlemen:

Attached are instructions and examples outlining the format desired in submitting Organization Charts and supporting data for Fiscal Year 1973.

These instructions are basically the same as those issued in 1972 with the exception of the position listings which will require a more detailed presentation.

Please review the organization charts and functional statements submitted last year as they currently apply. If there is no change, please indicate on the submission "June 30, 1972-1973." Those pages that have been changed will read June 30, 1973 only.

Please submit charts, functional statements and position lists to read from top to bottom of page rather than lengthwise.

Your submission should reflect your authorized personnel ceiling, including vacancies, as of the close of business June 30, 1973, and should be forwarded so as to reach this office no later than July 23, 1973.

Any questions you may have concerning this request should be directed to the Management and Organization Division, extension 8747.

Sincerely,

F. H. MacDonald
Acting Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

BUREAU OF THE MINT

PROCEDURE FOR PREPARATION AND SUBMISSION OF ORGANIZATION CHARTS, FUNCTIONAL STATEMENTS, AND POSITION LISTS.

Purpose

The purpose of this directive is to establish a standard format for the development of organization charts, functional statements, and position lists.

Responsibility

The head of each Mint field office will designate a person or persons to be responsible for maintaining on a current basis the following material relating to his field office:

- (1) Organization Charts
- (2) Functional Statements, and
- (3) Position Lists

In the Office of the Director, the Chief, Management and Organization Division, is assigned this responsibility.

By "current basis" it is meant that each of the items listed above can be prepared and submitted to the Office of the Director as required, within two weeks of the "as of" date.

Organization Charts

Each field office will create and maintain a recap organization chart showing in block form with organization unit names only, all organizational units which report directly to the top administrative officer.

For each organization unit shown on the recap chart for which there is a further organizational breakdown, a supporting chart will be prepared showing that organization to its lowest level.

No functions, position titles, etc. will be shown in these blocks. These charts are to show structure only. Exhibits A or B attached will demonstrate the preparation of the Organization Chart most nearly similar to your office. These Exhibits are given to illustrate the format to be followed.

Charts will be on 8 x 10 1/2 plain white bond paper with a one-inch margin on the left and right-hand borders. Charts will be oriented as shown in the exhibits when practical, to facilitate reading when in binders.

Functional Statements

A narrative style functional statement is to be prepared for each organizational unit shown in either the recap or supporting chart.

Functional statements should give a clear and precise indication of the work performed by the organization structure it is describing. The material should be arranged as follows:

- (1) The broad function of the field office.
- (2) The office of the Superintendent or Officer in Charge
- (3) Staff organizations, if any--from left to right as shown on the chart.
- (4) Units reporting to the top administrative official--from left to right as shown on the recap chart. The functional statements for these units will be complete to the lowest organization level.

Exhibit A or B attached will give format closely related to your office to be followed.

These submissions will be on 8 x 10 1/2 white bond paper with a one-inch margin on the left-hand side.

Position Lists

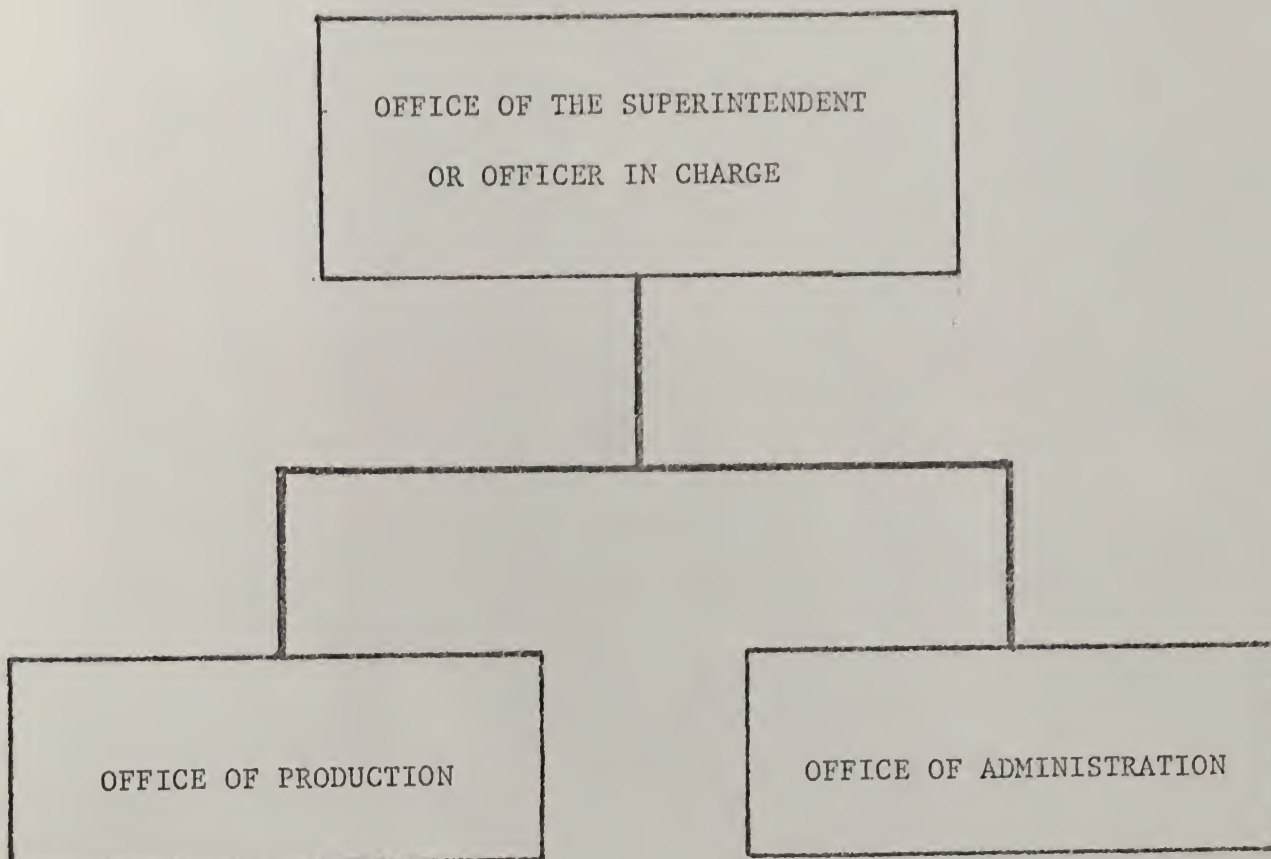
A listing is to be prepared of authorized positions by title, series and grade, in organizational sequence paralleling that of the charts and functional statements. The lists will be a separate entity and will be the last part of your submission. Exhibit C illustrates the format and information desired by this office.

Reporting

All data will be maintained on a current basis, but updated reports will only be prepared annually as of June 30, or as otherwise specifically requested. Submission of the updated reports to the Office of the Director will be within two weeks after the "as of" date for which the report was requested, or within one week after the request, whichever is later.

UNITED STATES MINT (OR ASSAY OFFICE)

(Insert Name)



June 30, 1973

UNITED STATES MINT (OR ASSAY OFFICE)

(Insert Name)

FUNCTION OF OFFICE

(Furnish narrative statement of function of Mint or Assay Office)

OFFICE OF THE SUPERINTENDENT

(Furnish narrative statement of Superintendent's function)

OFFICE OF PRODUCTION

(Furnish narrative statement of function of Office of Production)

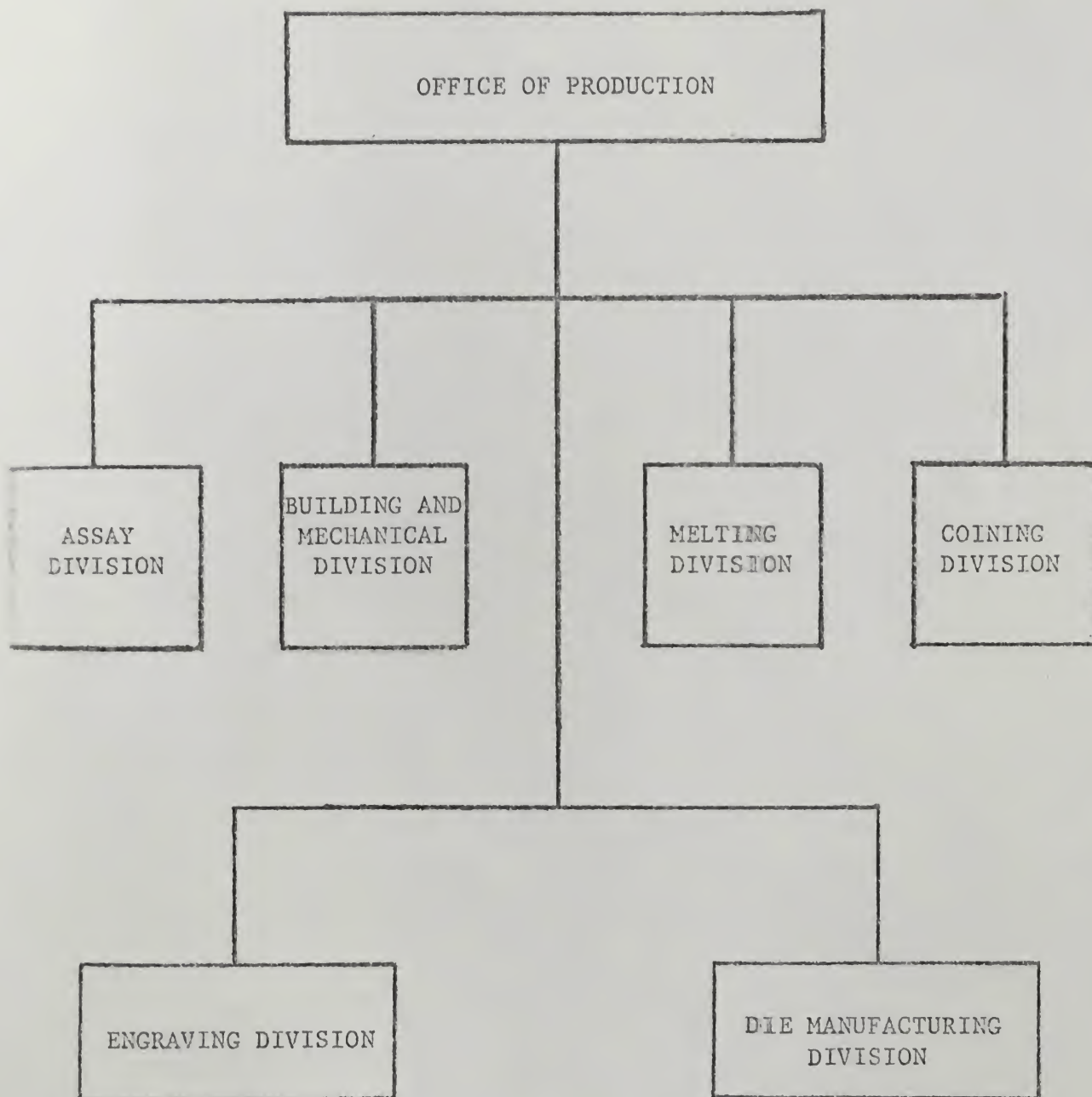
OFFICE OF ADMINISTRATION

(Furnish narrative statement of functions of Office of Administration)

(Continue on additional pages if required)

UNITED STATES MINT (OR ASSAY OFFICE)

(Insert Name)



UNITED STATES MINT

X X X X

Office Production

(Repeat functional statement for Office of Production)

Assay Division

Building and Mechanical Division

Coining Division

Engraving Division

Die Manufacturing Division

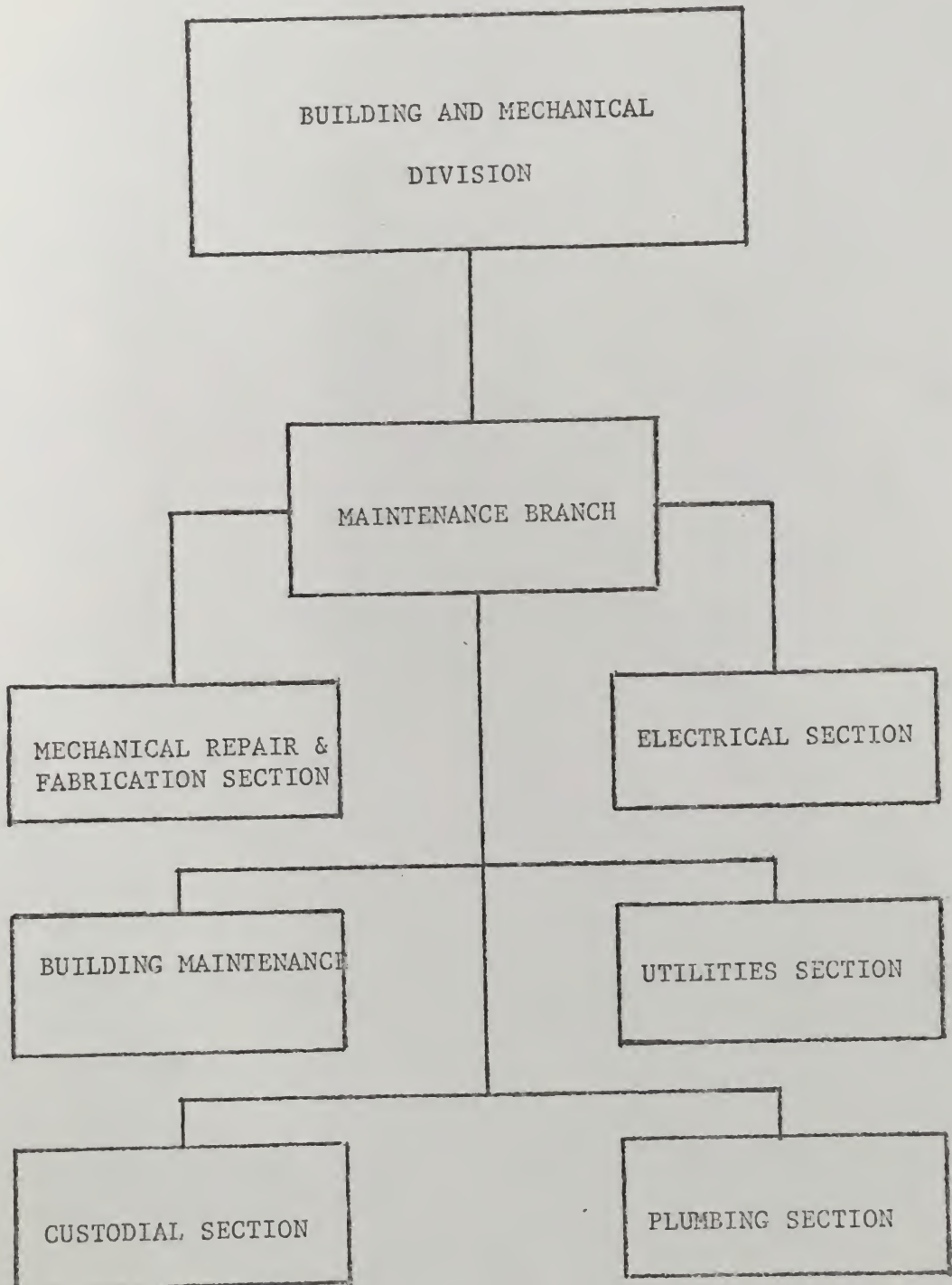
Melting Division

(Furnish narrative statement for each Division)

(continue on additional pages if required)

UNITED STATES MINT (OR ASSAY OFFICE)

(Insert Name)



UNITED STATES MINT (OR ASSAY OFFICE)

(Insert Name)

BUILDING AND MECHANICAL DIVISION

(Repeat narrative statement for Building and Mechanical Division)

MAINTENANCE BRANCH

(Furnish narrative statement for functions of Maintenance Branch)

MECHANICAL REPAIR AND FABRICATION SECTION

ELECTRICAL SECTION

BUILDING MAINTENANCE SECTION

UTILITIES SECTION

CUSTODIAL SECTION

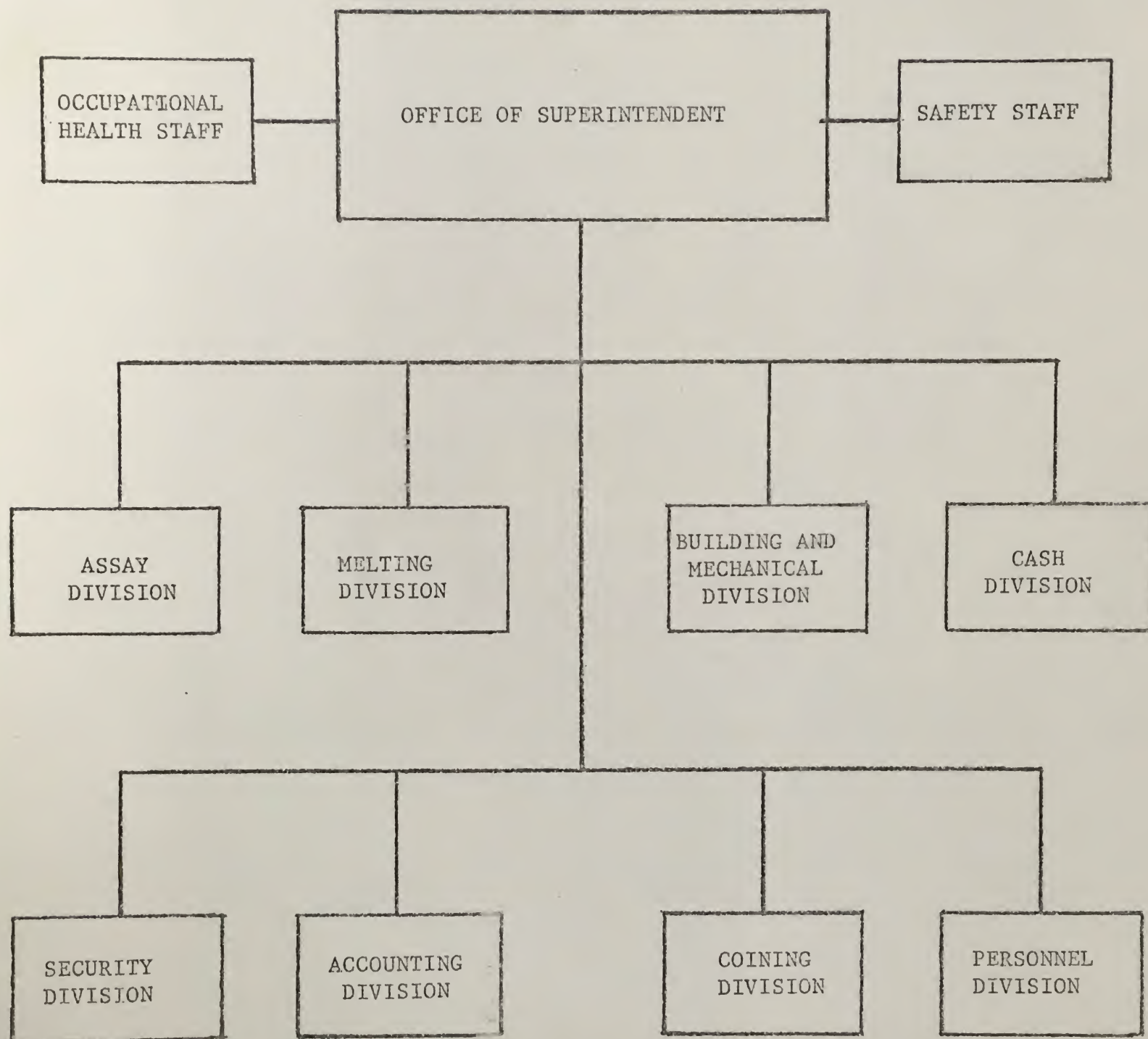
PLUMBING SECTION

(Furnish narrative statement for functions of each section)

(Continue on additional pages if required)

UNITED STATES MINT

X X X X



June 30, 1973

UNITED STATES MINT

X X X

Office Function

(Furnish narrative statement of the function of the Office)

Office of the Superintendent

(Furnish narrative description of Superintendent's function)

Occupational Health Staff

(Furnish narrative description of Occupational Health Staff)

Safety Staff

(Furnish narrative functional statement)

Assay Division

Melting Division

Building and Mechanical Division

Cash Division

Security Division

Accounting Division

Coining Division

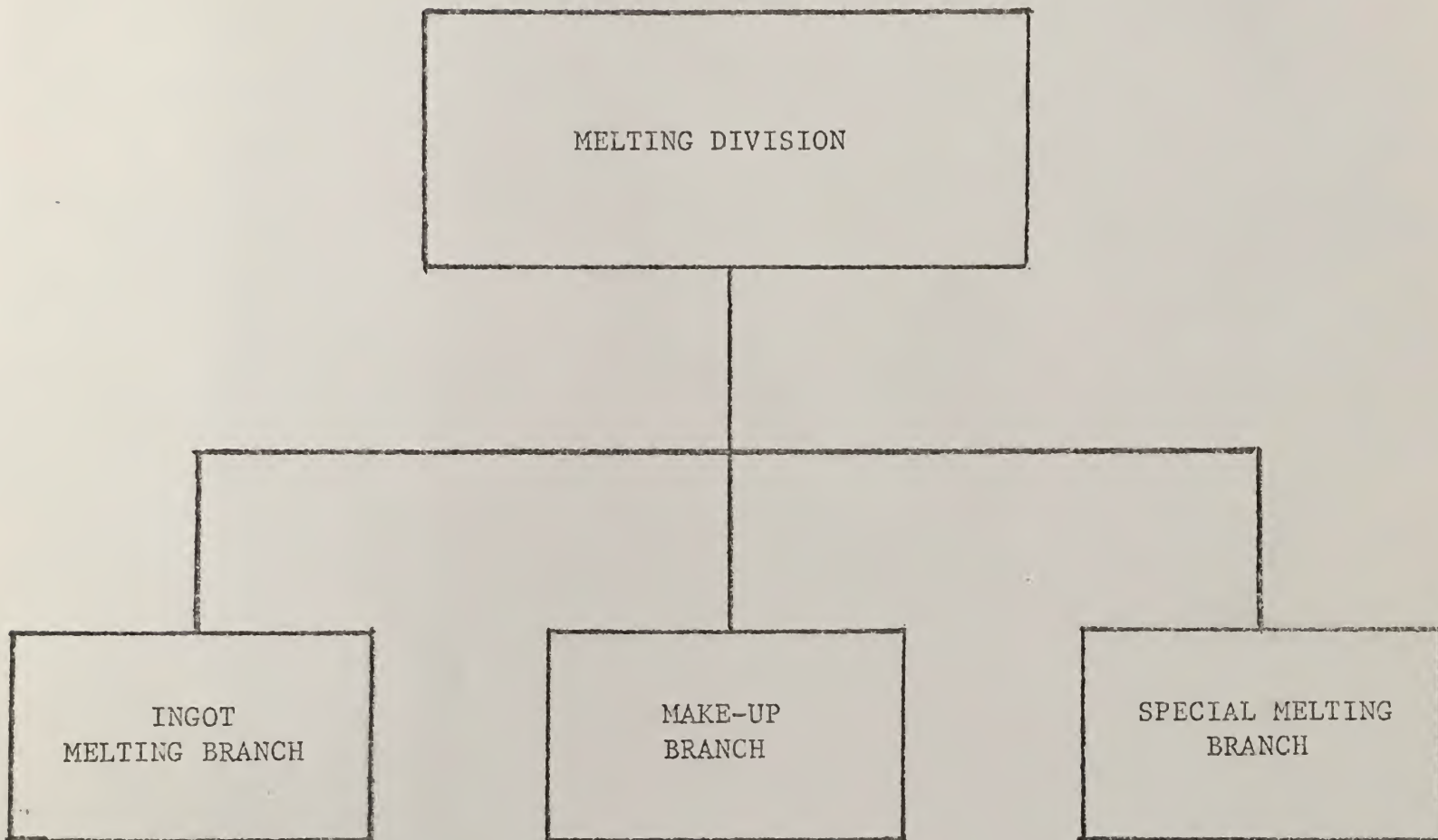
Personnel Division

(Furnish narrative functional statement for each Division)

(continue on additional pages if required)

UNITED STATES MINT

X X X X



UNITED STATES MINT

X X X

	Series & Grade	Shift #1	Shift #2	Shift #3	Total Authorized	Vacancies
<u>Coining Division</u>						
Coining Supt.	GS-1101-14	1			1	
Coin Prod. Supt.	GS-1101-11	1	1	1	3	
Accts. Maint. Clerk	GS-520-06	<u>1</u> (1)*	<u> </u>	<u> </u>	<u>1</u>	<u>1</u>
TOTAL		3	1	1	5	1
<u>Coin Press Branch</u>						
General Foreman	WS-5601-12	1			1	
Foreman	WS-5601-09	1	1	1	3	
Asst. Foreman	WS-5601-09	1	1	1	3	
Die Setter	WG-3442-09	6	6	6	18	
Pressman	WG-5602-08	16 (4)*	15	15	46	4
Machine Opr.	WG-3429-07	1	1	1	3	
Helper (Coining)	WG-5611-05	<u>1</u>	<u> </u>	<u> </u>	<u>1</u>	<u> </u>
TOTAL		27	24	24	75	4

* Vacancies in authorized positions will be shown in this manner.

RECEIVED

MAY 2 - 1973

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

S T A F F I N G P L A N

<u>ORGANIZATION LOCATION</u>	<u>TITLE, SERIES AND GRADE</u>	<u>SHIFTS 1ST 2ND 3RD</u>	<u>TOTAL NUMBER OF EMPLOYEES</u> <u>1/</u>	<u>NUMBER OF VACANCIES</u>
PERSONNEL DIVISION				
	Personnel Officer GS-301-13	1	1	
	Asst. Personnel Officer GS-301-12	1	1	
	Personnel Mgmt. Specialist GS-201-11	2	2	
	Personnel Mgmt. Specialist GS-201-7	1	1	
	Personnel Clerk (Steny) GS-203-5	2	2	
	Personnel Clerk (Steny) GS-203-4	1	1	
			<hr/>	<hr/>
		TOTAL	8	

1/ Total includes vacancies.

STAFFING PLAN

<u>ORGANIZATION LOCATION</u>	<u>TITLE, SERIES AND GRADE</u>	<u>SHIFTS 1ST 2ND 3RD</u>	<u>TOTAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF VACANCIES</u>
Safety Division	Safety Manager GS-018-12	1	1	0
" "	Safety Specialist GS-018- 9	1	1	0
" "	Occ. Health Nurse GS-610- 9	1	1	0
" "	Occ. Health Nurse GS-610- 7	2	1	0
" "	Secretary (Steno) GS-318- 5	1	1	0

STAFFING PLAN

<u>ORGANIZATION LOCATION</u>		<u>TITLE, SERIES AND GRADE</u>	<u>SHIFTS</u> <u>1ST 2ND 3RD</u>			<u>TOTAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF VACANCIES</u>
Security Division		Security Officer					
		GS-080-12	1			1	0
"	"	Captain	GS-085- 9	1		1	0
"	"	Sr. Lieutenant					
		GS-085- 8	1			1	0
"	"	Lieutenant	GS-085- 7	1	1	1	0
"	"	Sergeant	GS-085- 6	1	1	1	0
"	"	Guard	GS-085- 5	7-16-	7	30	1
"	"	Guard	GS-085- 4	2	-	2	0
"	"	Secretary (Steno)					
		GS-318- 5	1			1	0

STAFFING PLAN

ORGANIZATION LOCATIONTITLE, SERIES
AND GRADESHIFTS
1ST 2ND 3RDTOTAL NUMBER
OF EMPLOYEESNUMBER OF
VACANCIES

ASSAY DIVISION

Assayer

GS-1320-13

1

1

Asst. Assayer

GS-1320-11

1

1

Chemist

GS-1320-11

1

1

Quality Assurance

Spec1st

GS-1910-9

1

1

Quality Assurance

Spec1st

GS-1910-7

1 1

2

1

Chemist

GS-1320-7

5

5

TOTALS

9 1 1

11

STAFFING PLAN

<u>ORGANIZATION LOCATION</u>	<u>TITLE, SERIES AND GRADE</u>	<u>SHIFTS 1ST 2ND 3RD</u>	<u>TOTAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF VACANCIES</u>
ASSAY DIVISION	Assayer GS-1320-13	1	1	
	Asst. Assayer GS-1320-11	1	1	
	Chemist GS-1320-11	1	1	
	Quality Assurance Spec1st GS-1910-9	1 1	2	
	Quality Assurance Spec1st GS-1910-7	1	1	
	Chemist GS-1320-7	5	5	
	TOTAL	9 1 1	11	

FY 75
PROPOSED STAFFING PLAN

COINING DIVISION

SHIFTS

		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Total</u>
Superintendent	GS-14	1			1
Assistant Superintendent	GS-13	1			1
Mechanical Engineer	GS-12	1			1
Coin Production Supervisor	GS-11	1	1	1	3
Accts. Maintenance Clerk	GS- 6	1			1
TOTAL		<u>5</u>	<u>1</u>	<u>1</u>	<u>7</u>

ROLLING AND CUTTING BRANCH

Rolling & Cutting Foreman	WS-10	1			1
Rolling & Cutting Lead Foreman	WS- 7	1	1	1	3
Roller	WG- 9	4	4	4	12
Machine Operator R & C	WG- 8	10	10	10	30
Machine Operator	WG- 7				
Helper, General	WG- 5				
TOTAL		<u>16</u>	<u>15</u>	<u>15</u>	<u>46</u>

COUNTING & REVIEWING BRANCH

Counting & Reviewing Foreman	WS- 9	1			1
Counting & Reviewing Lead Foreman	WS- 7	1	1	1	3
Coin Bag Processing Leader	WL- 7	1			1
Weigher	WG- 8	1	1	1	3
Machine Operator	WG- 7	12	12	12	36
Helper, General	WG- 5				
Inspector	WG- 1	5	3	3	11
TOTAL		<u>21</u>	<u>17</u>	<u>17</u>	<u>55</u>

PROPOSED STAFFING PLAN (CONT'D.)

		<u>SHIFTS</u>			
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Total</u>
<u>PROCESS WEIGH BRANCH</u>					
Process Weigh Foreman	WS- 7	1			1
Process Weigh Lead Foreman	WS- 5	1	1	1	3
Weigher	WG- 8	3	3	3	9
	TOTAL	5	4	4	13
<u>UPSETTING BRANCH</u>					
Upsetting Equipment Lead Foreman	WS- 5	1			1
Upsetting Equipment Leader	WL- 7		1		1
Machine Operator	WG- 7	4	4	4	12
Helper, General	WG- 5				
	TOTAL	5	5	4	14
<u>ANNEALING BRANCH</u>					
Annealing Foreman	WS- 8	1			1
Annealing Lead Foreman	WS- 6	1	1	1	3
Annealer	WG- 8	6	6	4	16
Machine Operator	WG- 7				
	TOTAL	8	7	5	20
<u>COIN PRESS BRANCH</u>					
Coin Press General Foreman	WS-12	1			1
Coin Press Foreman	WS- 9	1	1	1	3
Coin Press Lead Foreman	WS- 7	1	1	1	3
Die Setter	WG- 9	7	7	7	21
Pressman	WG- 8	20	20	20	60
Machine Operator	WG- 7	1			1
	TOTAL	31	29	29	89

PROPOSED STAFFING PLAN (CONT'D.)

		<u>SHIFTS</u>			
		<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Total</u>
<u>MATERIALS HANDLING BRANCH</u>					
Materials Handling Foreman	WS- 6	1			1
Weighers	WG- 8	3			3
	TOTAL	4			4
<u>PACKAGING MEDALS & UNCIRCULATED SETS</u>					
<i>Included in C+REV Br</i>					
Machine Operator	WG- 7				
Inspector	WG- 1				
	TOTAL				
TOTAL COINING OFFICE FORCE		7			
TOTAL COINING PLANT FORCE		241			
DIVISION TOTAL		248			

STAFFING PLAN FISCAL YEAR 1975

MELTING DIVISION

Branch:	Number of Employees	Title, Series and Grade	Shifts			Total	Number Vacancies
			1st	2nd	3rd		
<u>Office</u>							
	1	Superintendent 2-225 GS-1321-14	1			1	0
	1	Asst. to Supt. Melting 2-209 GS-1101-11	1			1	0
	1	Accts. Maintenance Clerk D-2 GS-520-6	1			1	0
	1	Sweeps Segregator Ldr. D-3WL WL-5607-9	1			1	0
<u>Ingot Melting</u>							
	1	Ingot Melt Foreman D-34-WS WS-3701-10	1			1	0
	2	Ingot Melt Asst. Foreman D-46-WS WS-3701-8	1	1		2	0
	20	Melter D-26-WG WG-3741-9	10	9		19	1
	18	Melter D-25-WG WG-3741-7	8	7	~	15	3
<u>Make-Up</u>							
	1	M-U Weigh Lead Foreman D-19-WS WS--5424-7	1			1	0
	4	Weigher D-30-WG WG-5424-8	2	2		4	0
<u>Special Melting</u>							
	1	Spec. Melt Id. Foreman D-20-WS WS-3741-7	1			1	0
TOTALS:	51		28	19		47	4

WAGE BOARD
CLASSIFIED

14
3

This schedule considers Higgins and Drehle off the rolls.

8- Let go to Higgins to 35, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

2/15/73

Copy to Cost Board

2/15/73
10- Higgins and Drehle
are now (Higgins and Drehle)
9/1/73

UNITED STATES GOVERNMENT

Memorandum

TO : All Division Heads

DATE: March 10, 1972

FROM : Betty Armbruster
Procurement Officer

SUBJECT: Financial Plans for Fiscal Years 1973 and 1974

Please forward to me in writing by Monday, March 13, 1972, any large supply items you anticipate for Fiscal Years 1973 and 1974.

This information is required in order to submit the Financial Plans for Fiscal Years 1973 and 1974 as requested in the Director of the Mint's letter of February 29, 1972.



Staffing Plan - Denver Mint, FY 1974 & 1975

